

Work Plan Details

Tribe	Alturas Indian Rancheria California
Work Plan Period	10/01/2013 - 09/30/2014
Reporting Frequency	Quarterly
Fiscal Year of Funding	2013
Status	Accepted
Author(s)	Creig Marcus
Description	

Component #1: Management of Environmental Office

Description	Owner is Creig Marcus
Long-Term Outcome	Establishment of Tribal Environmental Program
Measures	
Intermediate Outcomes	Develop sustainable environmental protection office Compliance with 40 CFR Part 31 & 2 CFR Part 225 Build tribes self-governance capacity Develop strategic plan for long term sustainability Attend trainings and EPA meetings. Comply with A-133 audit act if required Administrative assessment.
Estimated Component Cost	\$28136
Estimated Work Year (FTE)	0.22
EPA Program Coding	Program Code: Administrative Capacity Building Objective: General Program Support Sub-objective: N/A

Commitment #1.1

Description	Hire new Tribal Environmental Director (TED). Set up new office in Tribal Government Office Building. New laptop and printer, monthly office supplies and monthly office expenses.
Estimated Cost	\$9620
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Tribal Council will have advertised and hired new Tribal Environmental Director (TED) by 10/15/13. New TED will set up and organize new office by 10/31/13. Introduce TED to EPA.

Commitment #1.2

Description	Attend Region 9 EPA/RTOC quarterly meetings, Green Technology training. Attend Environmental Training/GAP workshop. (Total expense for travel =\$7380.00 + 20 days payroll =\$4640.00)
Estimated Cost	\$12020
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Submit reports to Tribal Council on each meeting and trainings. Include in quarterly reports to EPA.

Commitment #1.3

Description	TED will work with Tribal Administration and accountant to insure grant reporting and financial management fully complies with the CFR, General Accepted Accounting Principles and the tribes Administrative Policy Manual. TED will
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	prepare a monthly report of grant expenditures according to the budget; this will be reviewed by the Tribal Administrator and accountant. A report will be prepared by the TED to insure grant commitments are being met according to the outputs and deliverables. Both reports will be submitted at the monthly Tribal Council meeting.
Estimated Cost	\$5568
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Full accountability of all grant funds for allowable costs. Monthly reports for Tribal Council review and approval - financial and progress report. Quarterly and annual closeout (10/31/14) reports to EPA. Compliance with A-133 audit if required.

Commitment #1.4

Description	The EPA will review our quarterly reports and the Project Officer will provide a ongoing evaluation of our progress under the grant. The TED and Tribal Administrator will conduct an administrative assessment with guidance from the EPA. The TED, Tribal Administrator and Project Officer will work on the draft EPA evaluation before the final report is mailed to the Tribal Council.
Estimated Cost	\$928
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Draft EPA evaluation will be submitted to the Tribe for comment. Final EPA evaluation submitted to the tribe after comments from the TED are reviewed and changes made to draft. The final grant closeout report will include the evaluation for submittal to EPA by 10/31/14.

Component #2: Environmental Planning and Inventory

Description	Owner is Creig Marcus
Long-Term Outcome	Assessment of the environment of tribal lands, this will lead to eventual clean-up of open dumps and other hazards.
Measures	
Intermediate Outcomes	Environmental Inventory Tribal Environmental Plan
Estimated Component Cost	\$17400
Estimated Work Year (FTE)	0.29
EPA Program Coding	Program Code: Cross Media Activities Objective: Other: Planning and Inventory Sub-objective: N/A

Commitment #2.1

Description	Conduct an environmental inventory utilizing archived tribal records, field research, interviews with tribal members and local government agencies.
Estimated Cost	\$8700
End Date	03/01/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	An environmental inventory that identifies the exact nature of environmental issues that impact the tribal lands and people. A resolution from the Tribal Council approving the inventory. The final environmental inventory will submitted to the EPA.

Commitment #2.2

Description	Develop a Tribal Environmental Plan according to the guidelines established by the EPA through ETEPS.
Estimated Cost	\$8700

End Date	07/01/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	A Tribal Environmental Plan that will allow for planning for grants and identify the need for assistance from the EPA and other agencies to mitigate environmental issues. Progress on the TEP will be included in the GAP quarterly reports, the final TEP will be submitted to the EPA by 7/1/14

Component #3: Solid Waste and pollution prevention

Description	Owner is Creig Marcus
Long-Term Outcome	Cleanup of open dumps, reduction of solid waste production through a Integrated Solid Waste Management Plan.
Measures	
Intermediate Outcomes	Inventory of open dumps. Integrated Solid Waste Management Plan Develop framework for future codes and ordinances. Green technologies
Estimated Component Cost	\$17980
Estimated Work Year (FTE)	0.3
EPA Program Coding	Program Code: Solid and Hazardous Waste Activities Objective: Capacity Building Sub-objective: Solid Waste

Commitment #3.1

Description	Conduct an inventory of open dumps to assess the health and contamination threat to the environment and public. Utilize EPA records to identify open dumps.
Estimated Cost	\$8700
End Date	08/01/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Inventory of open dumps and environmental hazards. Data will be used in ordinance development and strategic planning. Estimate timeline and cost to cleanup. Provide Open Dump Survey form to EPA by 8/1/14. Include in quarterly report to EPA.

Commitment #3.2

Description	Work in conjunction with EPA Tribal Solid Waste Team to develop ISWMP. Submit the draft ISWMP to EPA Tribal Solid Waste Team for review and comment. After incorporating their recommendations, submit to Tribal Council for review and approving resolution.
Estimated Cost	\$5800
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Develop and submit an Integrated Solid Waste Management Plan to EPA Tribal Solid Waste Team by 7/30/14. Submit a final ISWMP to Tribal Council for final approval to submit to EPA by 9/30/14

Commitment #3.3

Description	Develop resources for green building standards, resources for green products and green energy reduction technologies. Using these resources to develop future Green standards section of TEO and an eventual Green Ordinance.
Estimated Cost	\$3480
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Develop resources for green building standards, resources for green products and green energy reduction technologies.

	Using these resources to develop future Green standards section of TEO and an eventual Green Ordinance.
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Component #4: Insecticide and Rodenticide Program development

Description	Owner is Creig Marcus
Long-Term Outcome	Education of tribal members, vendors and staff about the proper usage of dangerous chemicals and their interaction with a healthy environment.
Measures	
Intermediate Outcomes	Insecticide regulations for future Tribal Environmental Ord.(TEO) Education and protection of tribal members and visitors Understanding and networking with local governmental programs Inventory of pesticides and chemicals
Estimated Component Cost	\$11484
Estimated Work Year (FTE)	0.19
EPA Program Coding	Program Code: Toxic Substances Activities Objective: Pesticides Sub-objective: N/A

Commitment #4.1

Description	Educate and train tribal members, staff and residents on the proper usage of insecticides. This will be accomplished by a workshop conducted by the TED, local wildlife officials and the local health department.
Estimated Cost	\$2204
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Submit report of workshop and contacts in quarterly and final report to EPA on 10/31/14.

Commitment #4.2

Description	Utilizing the Tribal Environmental Inventory to assist in identifying pesticides used by the Rancheria, the casino and members, to document the type, handling, storage and amount used. Inventory the chemicals used, associated hazards and treatment schedules. Research alternative green alternatives. Due to the tribal land being bordered by Wildlife preserve and farmland, local governments conduct extensive spraying throughout the year. Research, network and develop relationships with local government agencies that utilize these chemicals for insect and pest control.
Estimated Cost	\$6920
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Established understandings with local government agencies on chemicals being used resulting in increased safety to tribal members, residents and staff. A comprehensive inventory of the pesticides, chemicals and their usage will be produced. This will be included in the annual report to the EPA on 10/31/14.

Commitment #4.3

Description	Utilizing the Tribal Environmental Inventory, Tribal Environmental Plan and EPA resources, prepare guidelines and regulations that will be included as a section in the future Tribal Environmental Ordinance.
Estimated Cost	\$2320
End Date	09/30/2014
Positions	Program Director/Assistant Director
Outputs and Deliverables	Submit the inventory and proposed guidelines/regulations to Project Officer for comment, then submit to the Tribal Council for final approval. Include in annual report to EPA on 10/31/14. Section will be ready for inclusion for future TEO.